



USER GUIDE

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1 INTRODUCTION

Dear User,

Congratulations on using the **Stress Level Monitor@Work**, a valuable tool which will help you manage your stress throughout your busy working days!

At BioRICS NV, we have the ambition to **help people find their optimal balance**. Extensive scientific research and algorithm development (M3-BIORES - KU Leuven) and many hours of testing in the field have laid the basis for this product.

What makes this product so unique?

The **Stress Level Monitor (SLM)** measures the **energy used by your body for mental activity**. This can be positive mental activity (EUSTRESS) as well as negative (DISTRESS). Note that the stress experienced by your body is not necessarily identical to the **perceived** stress. As every individual reacts to mental load in a different way, the stress level thresholds will vary for each person.

The algorithm (= mathematical model) that calculates the stress levels adapts in time and builds-up according to the individual's characteristics.

**BioRICS software is intelligent: the information is adapted to each individual
(no statistical population functions)**

This **Stress Level Monitor (SLM)** contains the following items:

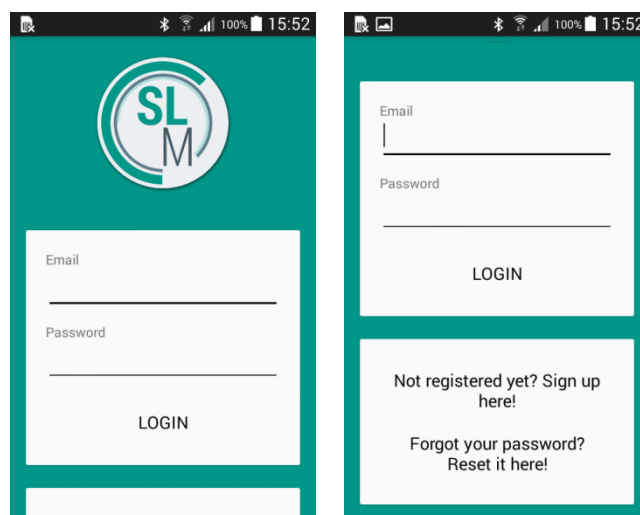
- * Heart rate monitor (= a smart watch from MIO Global)
- * Battery for the smart watch
- * Smartphone (Wiko)¹
- * Battery for the smartphone¹
- * Activation code to download the software on your smartphone
- * User guide.

(¹) the smart watch works with smartphones equipped with Bluetooth 4.0 and Android 4.3 or higher. If you have this type of smartphone, you can use your own. All you need to do is to download the SLM software on your smartphone (separate instructions will be given by BioRICS) and carry-out the first set-up, using this guide.

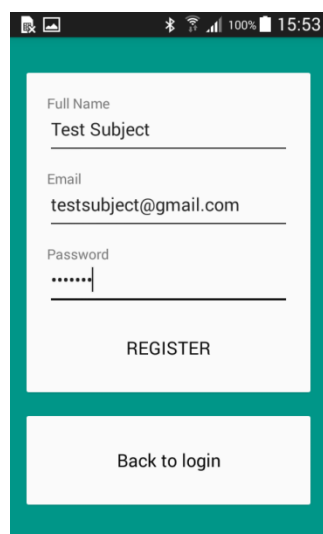
2 FIRST TIME SET-UP

2.1 STEP 1: REGISTER WITH A NEW ACCOUNT

- The **SLM software** has already been installed on your smartphone. Click on the 'SLM at Work' icon on your main smartphone screen.
- Scroll down and click on 'not registered yet? Sign up here!'.



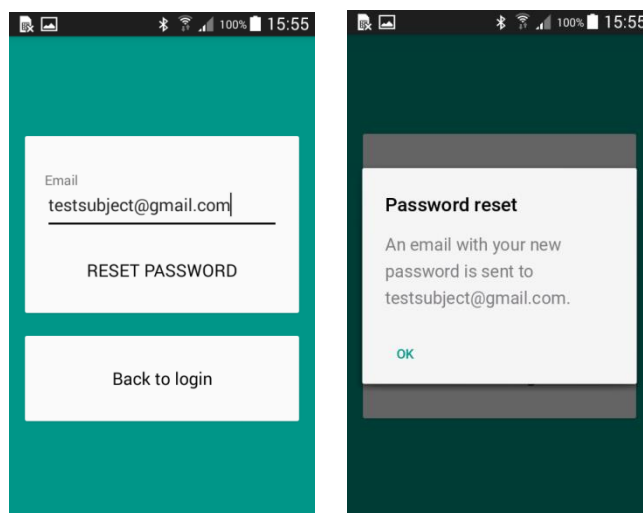
- Complete with your information



- Click on 'register'. You are now logged-in.

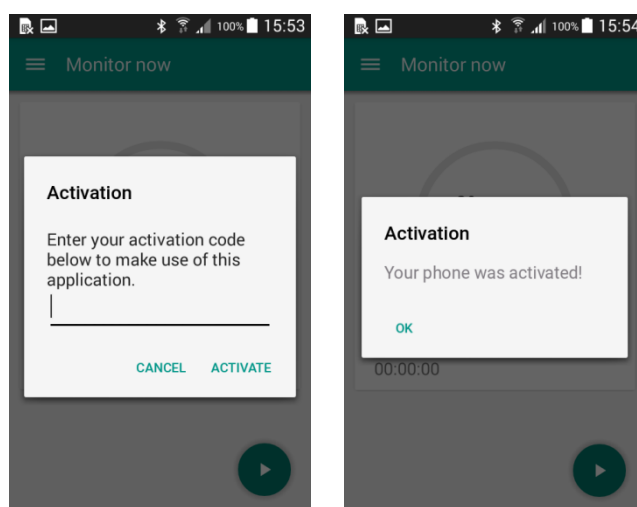
Note: if you have already an account but forgot your password, you can reset it by clicking in the Login menu (see 2.1) 'Forgot your password? Reset it here!'.

- Enter your email and press 'RESET PASSWORD'.
- You will receive a new password in your mailbox which you can enter in the Login screen.



2.2 STEP 2: ACTIVATE

- Once registered, you need to activate your account. You will automatically receive a pop-up for the activation.
- Enter the activation code and press "activate". You will receive a confirmation that the phone has been activated.



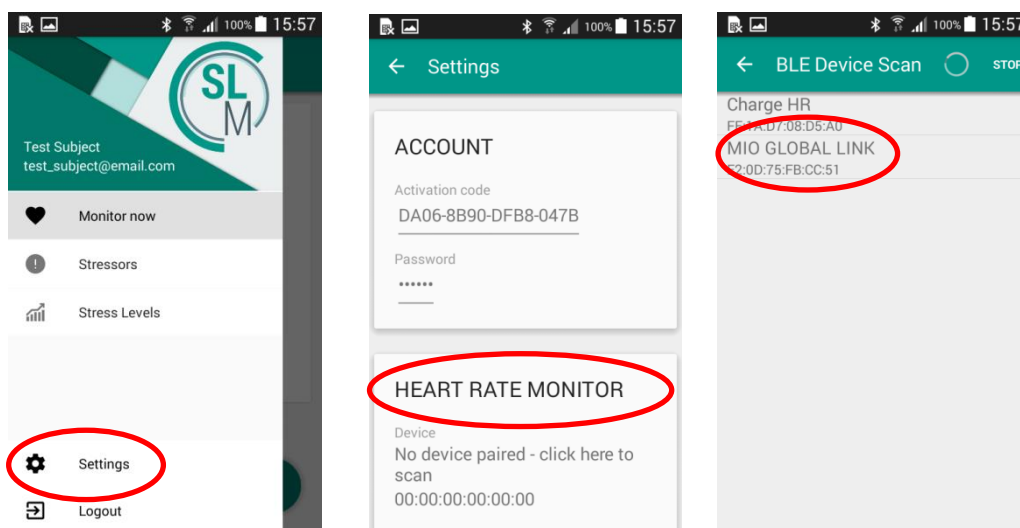
2.3 STEP 3: ACTIVATE THE MIO WATCH

- Check the Quick Start Guide (black booklet) of the Mio Alpha watch

- Press and hold the **SET** or **+** button to activate the watch. The display will turn on and ask you to set the time.
- Press the **+** button to increase the value of the flashing digit (press harder if no immediate reaction)
Press **SET** to confirm the value and move to the next digit.

2.4 STEP 4: CONNECT YOUR SMARTPHONE TO THE WATCH

- On your main menu, click on the icon for the SLM software and go to 'Settings'
- Click on HEART RATE MONITOR
- Select your watch in the list (MIO GLOBAL ALPHA)
- The watch is now connected.

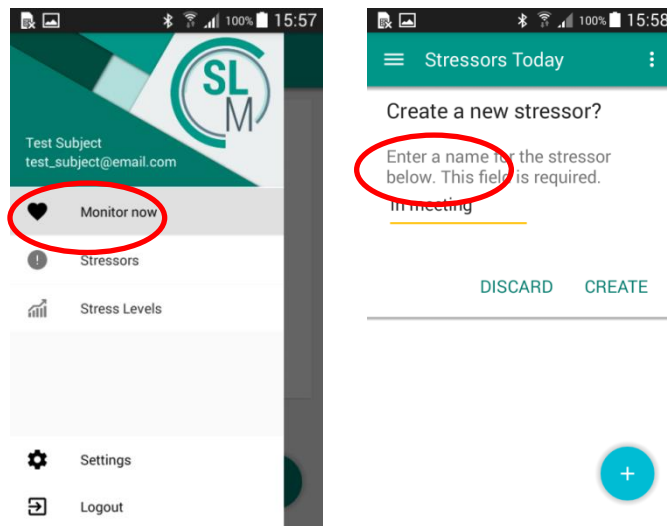


3 ADDING AND DELETING STRESSORS

Finding out which activities or events are causing you stress is one of the main benefits of the Stress Monitoring tool. Discover your own individual **stressors** by pre-defining specific activities into the SLM software that occur daily or regularly (e.g. doing a difficult task, dealing with a customer, etc). You can add new stressors and delete others at all times **before** or **after** a measurement.

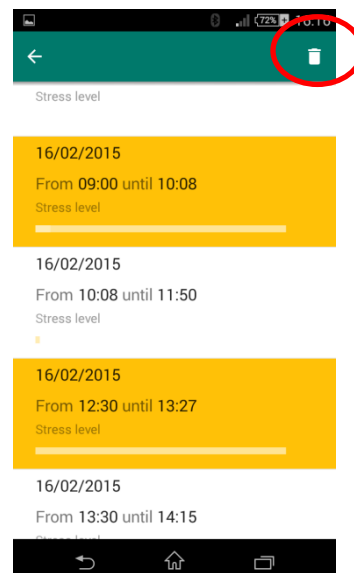
3.1 ADD STRESSORS

- Go to 'Stressors'
- Click on **+** and fill in the name of the new stressor
- Press 'CREATE'



3.2 DELETE STRESSORS

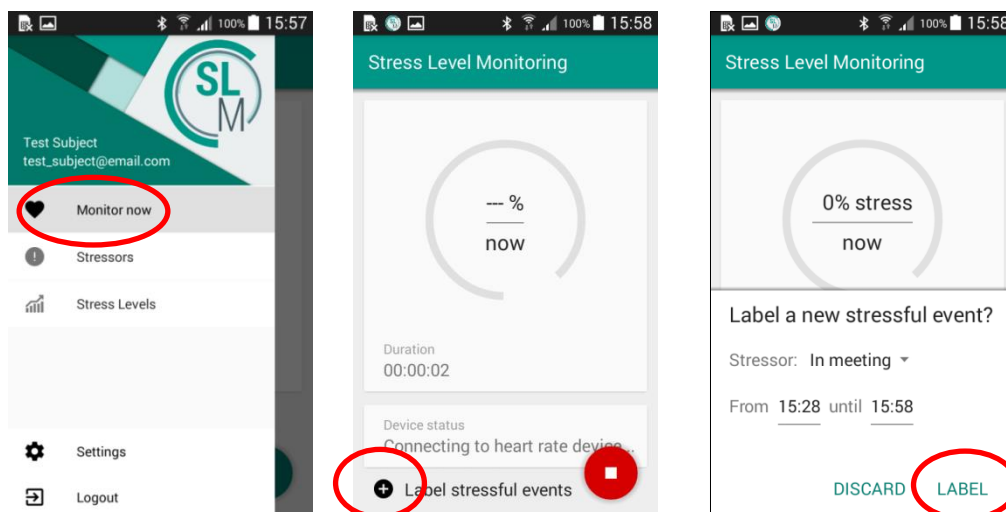
- Go to 'Stressors'
- Press **long enough** on one of more stressors that you want to remove. The colour of the box changes.
- Press on the bin icon in the upper right corner.



4 LABEL STRESSFUL EVENTS

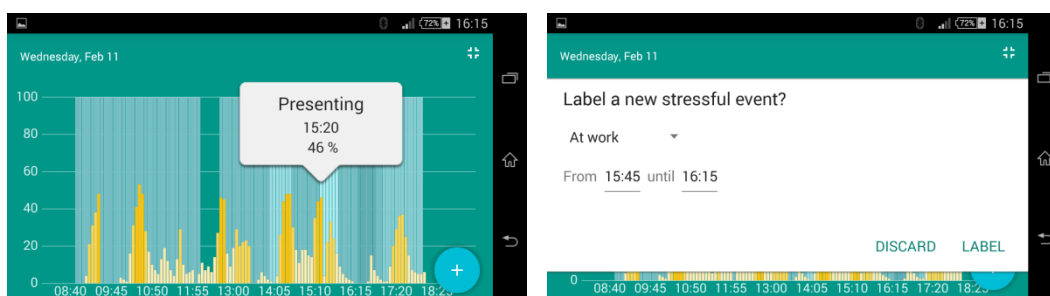
Each time you see a stress peak, you are invited to enter the stressor (= label) that is responsible for this higher stress level. By doing so, accurate stress level information will appear in the overview graphs and make you aware of your main stressors over time.

To enter a stressful event **during the measurement**, click on **+** at the bottom of the measurement screen. Specify which stressor you would like to indicate and the timing in which you were stressed. Press 'Label'.



Entering the stressful events can also be done **after a measurement**, on the overview graph.

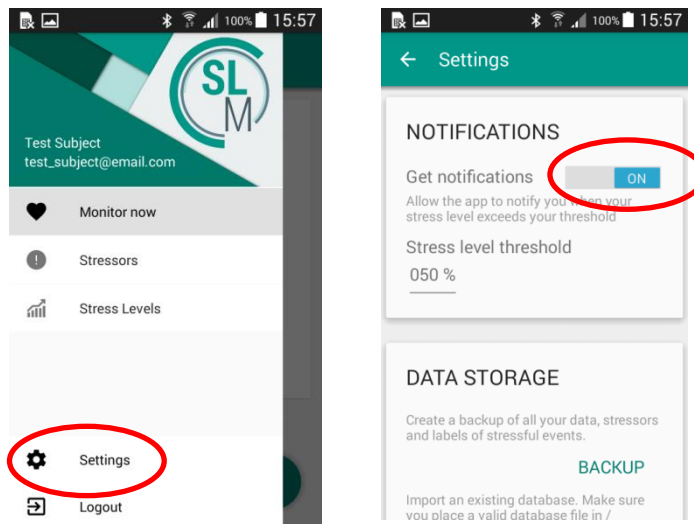
Click on **+** in the graph of the day. Specify which stressor you would like to indicate and the timing in which you were stressed. Press 'Label'



4.1 NOTIFICATIONS

You can ask the SLM monitor to alert you when your stress levels exceed a specific percentage.

Go to the Settings and press the 'on' button next to 'Get Notifications'.



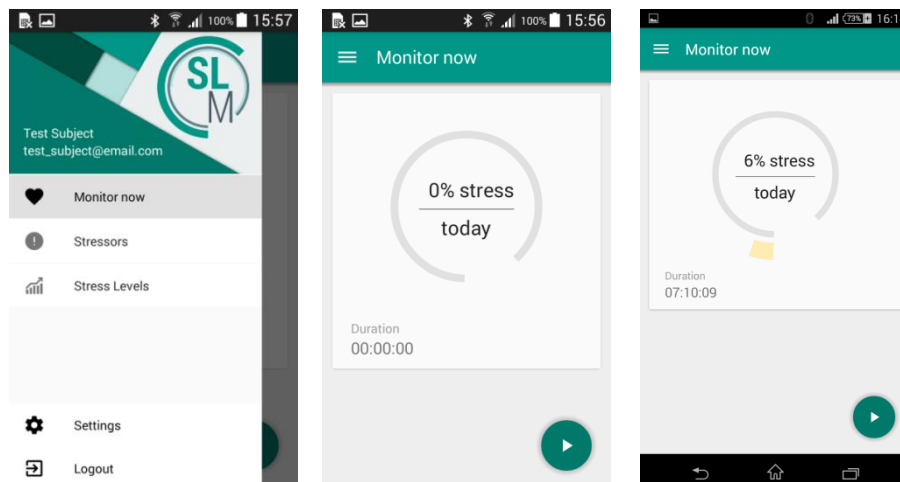
5 DOING A MEASUREMENT

5.1 START THE MEASUREMENT ON THE WATCH

- Put on the Mio watch and fasten it snugly to have good contact with your skin (above the wrist bone)
- Press and hold the **SET** (left side) or **+** button to activate the watch. The display will turn on (press hardly enough).
- Press and hold the **HR** button (right side) until the watch beeps and the display says FIND. The watch will beep after a few seconds and display your heart rate.

5.2 START THE MEASUREMENT ON THE SMARTPHONE

- Switch on Bluetooth and Wifi
- Open the SLM software by clicking on the SLM icon in the main menu of the smartphone
- Start the measurement



- You can now see your stress levels in **real-time** on the SLM screen on the smartphone.

Note: when starting a measurement for the first time, it may take up to 15 mins before the first stress level percentage appears.
Reason: the algorithm will adapt its model to your individual specifications.

Note: a high heart rate does not necessarily mean that you have a high stress level. Moving or doing physical exercises whilst monitoring will not negatively influence the calculation of the stress level. You can move as much as you like during the measurements.

5.3 STOP THE MEASUREMENT ON THE SMARTPHONE

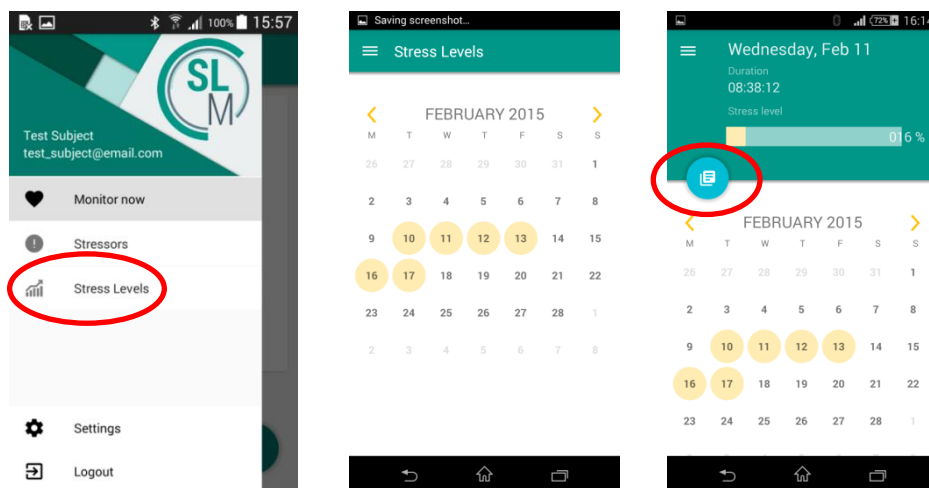
To stop the measurement on the smartphone, press the red button right below on the measurement screen. **The measurement always needs to be stopped first before being able to consult the report.**

5.4 STOP THE MEASUREMENT ON THE WATCH

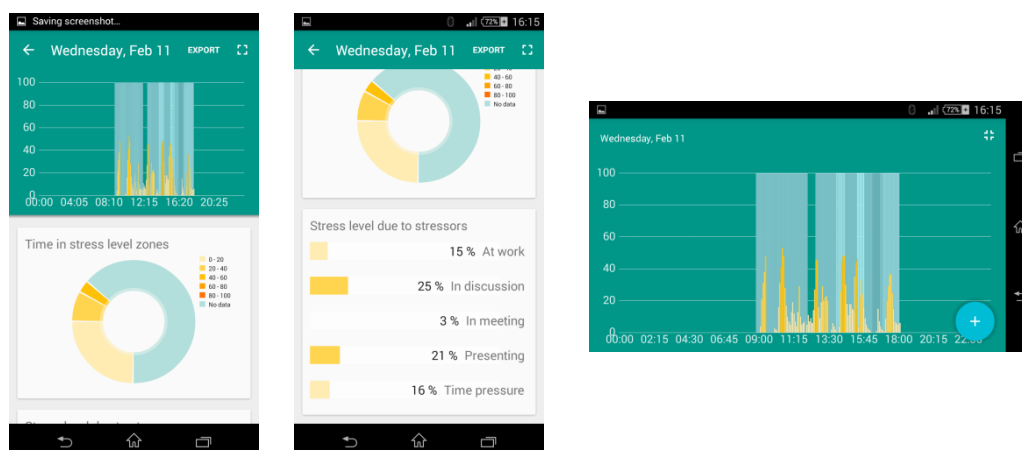
To switch off the HR measurement, press and hold the **HR** button until the watch beeps and the display says QUIT or END.

5.5 CONSULTATION OF STRESS LEVEL REPORTS

Go to 'stress Levels'. You will see an overview of each day you measured. By clicking on the date you will see detailed info and graphs.

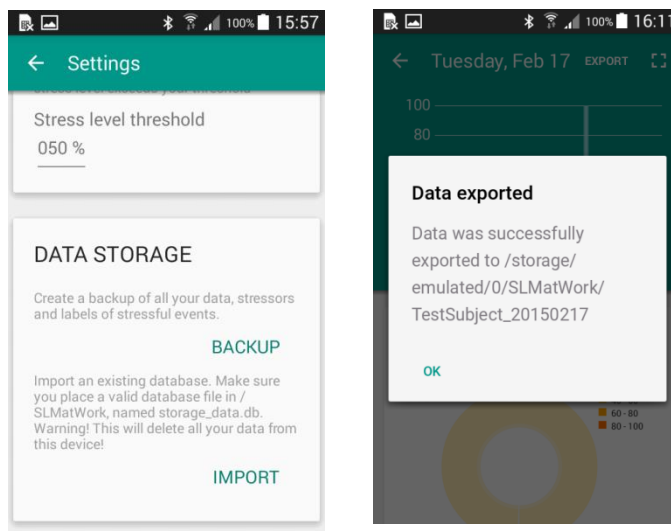


By clicking on the graph or on the pie, you will see more detailed information. Labels can be added by clicking on the + button (see also p8).



6 BACK-UP, IMPORT & EXPORT DATA

Go to 'Settings' and click on "DATA STORAGE" to ask to create a back-up or import an existing database.

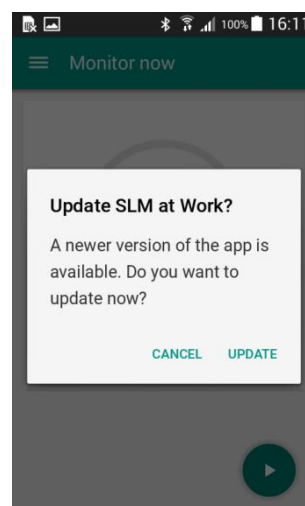


If you want to export or transfer your data to a new phone, follow this procedure:

- Go to 'Settings' – 'DATA STORAGE' and click on 'BACKUP'
- Copy the file 'storage_data.db' in the folder 'SLMatWork' to your PC
- Create a new folder 'SLMatWork' on the new phone
- Paste the file 'storage_data.db' from your PC in this folder
- Go to 'Settings' – 'DATA STORAGE' in the SLM software on the new phone and click on 'IMPORT'.

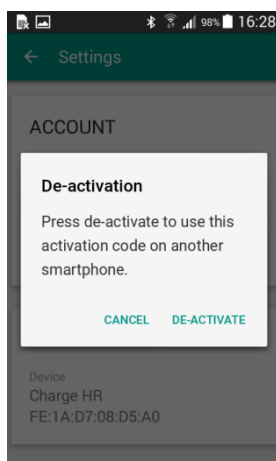
7 UPGRADES

The Stress Level Monitor will alert you when upgrades are available and invite you to update.



8 LICENSE TRANSFER

- Go to 'Settings'
- Click on the activation code
- Press 'De-activate'
- After de-activation, the 'activation code' remains valid and can be used in another smartphone.
- A new user can start measuring by entering his/her activation code into the smartphone.



9 GENERAL INFORMATION

9.1 BATTERY & MAINTENANCE OF THE WATCH

The battery indicator in the upper left of the watch face shows three bars when the battery is fully charged. Each bar represents approx. 1/3rd of the battery's full charge.

You can use the heart rate monitor during 8-10 hours before it needs recharging.

For detailed instructions on the battery and maintenance: please read the user guide of the watch.

9.2 LIMITED WARRANTY AND SERVICE OF THE WATCH

Registration of the watch has been done for you. The limited warranty period offered by MIO starts on the date of purchase and lasts for one (1) year.

Please check the user manual for exclusions, limitations and liability clauses.

Regarding repairs and post-warranty service, please contact the BioRICS helpdesk.

9.3 CONTACT / HELPDESK

Our helpdesk can be reached by phone on weekdays between 09.00am and 5.00pm via tel. nr. +32 16 395854 or via e-mail: info@biorics.com.

9.4 SOFTWARE LICENSE AGREEMENT

A limited Software license for 1 month for 1 user is included in the purchasing price. The user will be notified per email before the license date expires and he or she will be invited to extend the license.

Title, ownership rights and intellectual property rights in and to the Software remain with BioRICS NV. You acknowledge that the Software is the property of BioRICS NV and is protected under the copyright laws and internationally governing rules for filed patent applications.

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9.5 LIMITATION OF LIABILITY RELATED TO THE SOFTWARE

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9.6 PRIVACY COMMITMENT

BioRICS NV is committed to respecting each individual's privacy and protecting the personal data handled.

BioRICS NV uses reasonable security procedures to protect against unauthorized or unlawful access, processing, disclosure, alteration, destruction or accidental loss of your personal data. BioRICS NV collects, processes and maintains your personal data in accordance with the practices described in its policies and the applicable local legal and regulatory requirements.

BioRICS NV will limit access to/sharing of your personal data to those persons to whom you have previously given explicit written authorization. When your personal data is no longer needed, they will securely be destroyed. BioRICS NV will never sell any personal data to third parties.

9.7 APPLICABLE TERMS AND LAWS

BioRICS NV operates its business from its headquarters in Heverlee (Belgium). Therefore, the laws of Belgium, will govern these terms and conditions and you expressly agree and submit to the exclusive jurisdiction of the Federal and state courts located in Belgium to resolve any disputes related to or arising from your use of the Software. BioRICS NV reserves the right to make changes to the Software and to these disclaimers, terms and conditions at any time. Your continued use of the Software after such notice constitutes acceptance of these modifications.